

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

10 December 1957

SUGGESTION NO. 58-194: dated 12 November 1957

[REDACTED], GS-9, Intelligence Officer
Office of Operations, DD/I

STATINTL

A. Summary of Suggestion

Stairway between 4th and 5th floors of Matomic Building is exceedingly dangerous. Doors open off hallways into stairwell. "Due to the number of close calls where a file clerk or mail clerk has been bumped in the head with the door as he was descending the stairs it is suggested that cards be prepared and attached to the doors reading, 'Please open this door slowly'."

B. Summary of Evaluations

On 2 December 1957 the CIA Safety Officer wrote:

"This employee's suggestion is sound in principle and should be adopted. By placing these warning signs on the doors, it should decrease the number of accidents caused in the past by these doors being opened hurriedly."

C. Suggestion Awards Staff Notes

The Safety Officer stated that several accidents have occurred at such windowless doors in each of the Agency buildings. When signs were put on all such doors the Matomic doors were missed. The Office of Security sent a letter to Space Maintenance and Facilities Branch of the Office of Logistics on 3 December 1957 requesting these signs be posted immediately.

D. Line of Duty Status

Not in line-of-duty. (Intelligence Officer)

E. Recommendation of Executive Secretary

1. Recognize adoption of suggestion.

2. Award of Letter of Appreciation based on intangible benefits (Slight-Local).

F. Decision of Committee

☒ Adopted 10⁰⁰ Award Letter of Appreciation
☐ Not Adopted

*reviewed
seconded*

STATINTL